

RESOLUTION NO. 2000-237

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE ADDITION OF ONE (1) NEW  
POSITION OF NETWORK TECHNICIAN,  
AND APPROVING CLASS SPECIFICATION  
AND SALARY RANGE

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the position of Network Technician under the General Services Bargaining Unit; and

BE IT FURTHER RESOLVED, that the class specification for Network Technician is hereby approved, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

S T E P				
A	B	C	D	E
\$ 3,342.76	\$ 3,509.90	\$ 3,685.39	\$ 3,869.66	\$ 4,063.15

Dated: December 20, 2000

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I hereby certify that Resolution No. 2000-237 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 20, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

# EXHIBIT A

CITY OF LODI

## NETWORK TECHNICIAN

### DEFINITION

To perform skilled technical work in coordinating, operating, maintaining, and enhancing the City's computer automation and information systems, including working with: file servers, personal computers, and all related personal computer and PC network peripherals, network and file server operating systems, network applications, personal computer applications, including: systems analysis, design, programming, testing, documentation, user training and implementation; and performing related duties as assigned.

### SUPERVISION EXERCISED AND RECEIVED

General supervision is received by the Information Systems Manager and will work closely with the Network Administrator.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

#### Division Operations:

- Provide input for developing, planning, implementing and administering division goals, objectives, policies and procedures;
- Assist in evaluating and making recommendations regarding the changing needs of the existing customer base;
- Assist in developing justifications and recommendations for acquisitions of computer hardware and software;
- Assist in the preparation of specifications for bid documents;
- Work with outside vendor representatives to identify and correct causes of hardware, operating systems software, or application program malfunctions, and assist with programming changes and enhancements;
- Assist in developing, implementing, maintaining and enforcing standard policies and procedures for operations and data control activities.

#### Systems:

- Assist with monitoring and evaluating the efficiency of information systems;
- Assist with systems and network administration, including equipment evaluation and upgrades;
- Assist with the planning, design, development, implementation, and maintenance of City-wide computer applications;
- Troubleshoot hardware and software problems;
- Assist users in identifying and meeting their automation needs;

- May recommend new or modified software and hardware solutions and assist with their testing and implementation.

Training:

- Provide instructional and procedural assistance concerning computer technology and applications software;
- Prepare and conduct demonstrations and training of new applications software;
- May assist in developing technology training materials and course content;
- Assist with development of City-wide training programs and procedural manuals including information for end users;
- Assist in producing technology bulletins to inform end-users of current computer events and related information.

General Operations:

- Assist with compiling and maintaining a documentation library of user procedure manuals, technical references, training manuals, handbooks, and guides;
- Assist with revision of documentation materials as required;
- Follow all standard operating procedures and communicate the need for additional procedures to the division manager;
- Recommend procedural changes to improve system operations, minimize risks, and ensure hardware and software integrity.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods and practices of computerized information management and its application to a wide variety of systems and programming operations and activities;
- Current related computer automation and information systems technologies and developments, including a variety of software, hardware, operating systems and languages such as, but not limited to Microsoft networking environments;
- Microsoft Windows operating and networking environments;
- Microsoft Office;
- Data processing operating, input preparation and data control procedures;
- Basic Database Management Theory.

Ability to:

- Effectively apply technical knowledge of automated systems, hardware and software in the assistance and support of users;
- Communicate and interface with users on a non-technical level to troubleshoot and research solutions to their computer problems and to distinguish between hardware and software errors;
- Train users in application software, both one-on-one and on a group basis;

- Establish and maintain effective working relationships with internal and external customers as well as vendors;
- Use independent judgment to identify and resolve problems without supervision;
- Communicate effectively, both orally and in writing.

#### **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

##### **Education:**

- Equivalent to an Associate of Arts Degree, supplemented by coursework in computer science, management information systems, business administration, or a closely related field.

##### **Experience:**

- Two (2) years of increasingly responsible experience in information systems operations and maintenance including microcomputer applications software training and writing user documentation.

#### **LICENSES AND CERTIFICATES**

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.